



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Singapore	2. AGENCY Department of Defense (ONRG)	3a. POSITION NO. 100396 (T)
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Training Grade

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority CAJE	Administrative Management Specialist -105 (Training Grade. Not to be used concurrently with the position #100396, Full Performance Grade at GS-11)	FSN-10/ GS-10	MS/DO	8-2-11
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Executive Assistant	7. NAME OF EMPLOYEE
8. OFFICE/SECTION American Embassy, Singapore	a. First Subdivision Office of Naval Regional Global (ONRG)
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This is a training grade established to provide time and opportunity for the incumbent to acquire the knowledge and experience necessary to perform position duties at the full performance grade. Incumbent's performance will be evaluated formally at regular intervals. If performance is found to be satisfactory, the employee may be upgraded to full performance grade, FSN-105-10.

This position is located in the office of the Commander, Office of Naval Research Global (ONRG), an organization that reflects the international presence for the Office of Naval Research (ONR), which actively seeks opportunities to promote science and technology collaboration of mutual benefit to the U.S. and researchers around the globe. ONRG includes offices located at Singapore, Tokyo, London, Santiago, Prague and Washington.

The incumbent serves as Executive Assistant (EA) to the Commanding Officer (CO). **The incumbent must be a U.S. citizen, eligible for a Secret security clearance.**

14. MAJOR DUTIES AND RESPONSIBILITIES

% of time
spent

1. Administrative/management matters:

The incumbent serves as the key advisor and consultant to the Commanding Officer for ONRG. Advises the CO on all administrative matters and applies knowledge of the ONRG functions and objectives relative to the coordination and integration of staff actions, events, and activities affecting and involving the CO. Provides sound, mature advice and counsels to the CO on the credible orchestrations of events and activities that occur within the ONRG organization. The nature of the office mission, the defined responsibilities of the CO, and the overall organizational goals and objectives result in projects and actions of a highly complex nature. Actions typically cross multi-functional, organizational, command and agency lines, and can be sensitive and controversial in nature. Actions require extensive and delicate coordination.

45%

Due to the CO's frequent travel the EA monitors electronic and written correspondence to the CO and highlights those issues of a critical or sensitive nature to ensure timely Command knowledge and action.

Develops comprehensive plans for the integration of day-to-day and long-range projects, actions and activities requiring the involvement of the CO. Advises the CO on corporate management issues such as program planning, corporate mission/functions/processes, command relationships and command infrastructure, civilian manpower administration, human resources, and other corporate management policy issues which are often classified and/or critical to senior ONRG, DON, DOS, and DOD for impact on ONR's mission.

Provides "quick-turn-around" responses to taskers and drills from higher levels. Maintains close working relationships with key managements officials and subject matter experts throughout ONR who can assist by providing program information quickly.

Provides continuity within the office of the CO. During the CO's absence the incumbent advises higher level authority on the background of programs and managerial issues which arise and require action. The incumbent must therefore maintain a daily awareness of DON, DOS, DOD and S&T community activities affecting ONRG and of the actions, policies and procedures of the CO. On a daily basis works in close cooperation with the Executive Officer (XO) to ensure the XO is knowledgeable of the CO's desires and priorities.

<p>2. <u>Knowledge Management System (KMS):</u></p> <p>Serves as the Knowledge Management (KM) projects manager for ONRG. Responsible for implementing ONRG's KM command historical data into ONRG Microsoft SharePoint per CO's direct guidance, relevant topics include CMEEEO, Official Records, CO's presentations and briefs, accounting, Official Representational Funds (ORF), time and attendance, PII documents, CO and administrative turnover manuals and training books and travel. Responsible for determining organizational structure of documents and data collection, creating KM interface for records, maintaining file input, and tracking dispositions and files and records.</p>	<p>25%</p>
<p>3. <u>Command Managed EEO Counselor:</u></p> <p>Serves as the CMEEEO representative and coordinator for ONRG establishing an open and objective channel through which ONRG employees may raise questions, find answers, discuss problems and obtain resolution to employment discrimination conflicts and acts as an informal problem solver, fact-finder, mediator, and bridge between employees and management. Coordinates and monitors all ONRG EEO training. Ensures formal complaints are submitted within established guidance and timelines in accordance with appropriate regulations. Maintains EEO record files for 3 years. Performs other EEO related duties as assigned by the CO. Periodically evaluates the EEO program utilizing the EEO Checklist. Coordinates the processing of EEO/SH complaints.</p>	<p>20%</p>
<p>4. <u>Secretarial Support:</u></p> <p>Receives calls and greets visitors. Schedules and coordinates official calls by the CO and develops and maintains the CO's long range calendar. Prepares office correspondence. Prepares CO's travel requests and plans and prepares itineraries for official travel. Initiates country clearances and theater clearance requests. Reviews and screens incoming correspondence. Solely responsible for the Officer Fitness Report Program for staff from initial notification of FITREPS due to final preparation. Serves as ONRG Singapore account holder for the Defense Travel System (DTS), Aircraft and Personnel Automated Clearance System (APACS), Defense Equal Opportunity Management System (DEOMI), Total Workforce Management System (TWMS) and Transaction Online Processing System (TOPS). Maintains and files classified and unclassified correspondence, reports messages and other documents. Responsible for the proper usage, maintenance and proper destruction of documents in accordance with applicable regulations. Maintains and manages office supplies inventory. Ensures proper maintenance, running, servicing and security of office equipment, keys, hardware and software and office access. Government Purchase Card (GPC) Cardholder for ONRG Singapore. Prepares all official and social invitations issued by the CO. Performs other duties as assigned by CO.</p>	<p>10%</p>

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
A Bachelor's degree in one of the following fields -- Political Science, Economics, Management, Finance, Business Science, Chemistry, Biology, Physics, Engineering, Mathematics or Statistics or closely related field is required.
- b. Prior Work Experience:
Minimum 2 years of work experience in U.S. Government agencies, non-government organizations and/or business organizations and familiarity with management or coordination of projects/programs is required.
- c. Post Entry Training:
Must attend SharePoint 2007 End User training from a reputable training organization recognized by Microsoft, and produce completion certificate. Must complete CMEEEO training within 6 months of appointment to position, to include current Prevention of Sexual Harrasment and Annual Ethics Training. Must also have current ONRG / DoN specific training including DoN Government Travel Charge Card Carholder Certification, DoD Government Purchase Card, DoN Purchase Card CitiDirect Cardholder Certification, Counter Intelligence Awareness Brief, DoD Information Assurance Awareness Ver 9.0, Annual Security Refresher Briefing, OPSEC, Personally Identifiable Information (PII), No Fear Act: Notification and Federal Employee Anti-Discrimination and Retaliation Act, AT Level 1 Awareness Training, Cybersecurity Awareness and Survival Evasion Resistance and Escape (SERE 100) training.
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read)
Level IV (fluent) Speaking/writing in English required.
- e. Job Knowledges:
Substantive knowledge of ONRG's mission, functions, processes, organizational structure and reporting relationships required. Substantive knowledge of global and regional science and technology (S&T) communities required. Must have the ability to develop an extensive knowledge of ONRG's corporate management policies, programs and issues, including strategic and long/short range plans objectives and the status and accomplishment of program and/or initiatives. This level of knowledge enables the incumbent to respond to queries and taskers and to analyze and make authoritative recommendations on complex and controversial management issues that have a major impact on the achievement of ONRG's mission and on ONRG's effective relationships with the S&T community at large. Prior EEO representative experience and Navy EEO training desired.
- f. Skills and Abilities:
Mastery of and skill in the application of management principles, practices, methods and techniques, including qualitative and quantitative analysis and program evaluation required. This knowledge enables the incumbent to conduct studies which may require the cooperative efforts of diverse ONRG elements, monitor and evaluate progress toward accomplishment of stated objectives, and integrate related efforts.

Must have the ability to plan, organize and execute studies and analyses. Skill in the development and application of analytical techniques that enables the incumbent to conduct investigations, studies and evaluations that may require the involvement of diverse elements of ONRG and/or encompass a wide variety of interrelated but distinct technical and management issues.

Must have the ability to apply a high level of sound independent judgment in the investigation, analysis and solution of problems.

Must have the ability to communicate effectively, both orally and in writing in order to represent ONRG at all levels of DON, DOS, DOD and with representatives of the international S&T community and to develop and deliver effective briefings, presentation, correspondence and reports that deal with sensitive and/or controversial management issues.

Competence in MS Office software program and DOD/DON software system such as Knowledge Management System (KM) and Defense Travel System (DTS). SharePoint end user certification required. Must be able to obtain a Secret Clearance.

16. POSITION ELEMENTS

- a. **Supervision Received:**
The incumbent reports to the CO, who provides broadly defined administrative and policy direction. The incumbent is delegated responsibility and authority to plan, develop, direct, and carry out projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without change. Work is reviewed in terms of achievement of objectives, effect or advice, and influence on overall corporate management, broad program goals, and DON/national strategic priorities.
- b. **Supervision Exercised:**
None
- c. **Available Guidelines:**
Guidelines are very broad in nature and consist of laws, regulations, administration policy, as well as DON, DOS and DOD policy. The incumbent relies to a large extent on his/her resourcefulness, training, experience and understanding of the DON's and DOD's S&T goals and the CO's managerial and technical policies. Exercises judgment in recommending policies, overseeing development of new or improved strategic management approaches, assessing organizational effectiveness, and in applying advanced management concepts. Incumbent is recognized as an expert in the interpretation of guidance on program planning and evaluation of corporate management functions. He/she must interpret guidance from many sources, resolve discrepancies, and provide explanations for directors and senior military managers in ONRG and other DON S&T organizations, and recommend ONRG's policy, consistent with higher level direction. Incumbent needs to have experience within a U.S. Embassy environment.
- d. **Exercise of Judgment:**
Ability to apply a high level of sound, independent judgment in the investigation, analysis and solution of problems.
- e. **Authority to Make Commitments:**
In general, employee may make commitments that are required to carry out duties.
- f. **Nature, Level and Purpose of Contacts:**
Contacts are with ONRG and ONR personnel at all levels, including SES/flag rank officer and with executives and counterparts throughout the S&T community within DON and at other government agencies e.g. Ministry of Defense of different countries, at OPNAV, SECNAV, DOS, DOD, academia, and corporate executives.

The purpose of incumbent's contacts are to obtain data to use in ONRG's managerial decision making and problem solving process; to present and justify options and recommendation to senior managers. When presenting controversial proposals/recommendation to management, he/she must be persuasive in order to gain acceptance.
- g. **Time Expected to Reach Full Performance Level:**
6 months